

Village of Lake Grove Fire Marshals Office-Construction/alteration  
Plan Submittal Procedure

**CONSTRUCTION/ALTERATION PLANS SUBMITTAL  
PROCEDURE**

Please review and familiarize yourself with all requirements listed in this document prior to your submittal. Your compliance with these requirements will enable us complete the review process faster and more efficiently with less chance of rejection due to improper or missing information.



**THIS DOCUMENT TOOK EFFECT ON 6/1/2010**

**New York State Fire Code**

**§SF105.1 Permits**

A city, town, village or county that is responsible for administration and enforcement of this code shall determine local permit requirements in accordance with the applicable provisions of local law.

**Code of the Village of Lake Grove**

**§ Permits Required.**

A permit shall be obtained from the Fire Marshal for the installation or modification of any automatic fire alarm systems, automatic sprinkler or water spray systems or any other special fire extinguishing or fire-detection systems which may be required under this chapter.

Plans shall be provided when:

- Required by law or ordinance
- A change of use for a particular premise occurs.
- Renovation of the premise.
- Any fire alarm or fire and smoke detection system is renovated, improved or changed.
- Central Station monitoring is changed.

**WORKING WITHOUT APPROVED PLANS AND A PERMIT IS A CRIME**

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**Section 1**

All plan submittals **MUST** include the following or they will be rejected:

1. Plans shall be submitted by a company licensed by the State of New York as Per General Business Law Article 6D. Proof of a valid license is to be submitted with the application.
2. Plan designer is to be listed on the plans and proof of their qualification is to be provided.
3. The intended location and use of the structure involved shall be indicated.
4. Business name, numerical street address and nearest intersection of building shall be indicated.
5. Main entrance location shall be labeled as such.
6. Compass point showing building layout shall be drawn.
7. Plans submitted for review shall deal directly with the type of installation proposed. Where a proposed installation governed by this office is part of a proposed major construction project, a separate plan shall be generated for the proposed installation in lieu of extraction from other plans indicating partial information. (i.e.: architectural, plumbing or electrical drawings.)
8. Provide cross sectional elevation of the building showing ceiling heights and spaces above suspended ceilings etc.
9. Name address and telephone number of person drawing plans and an original stamp of same.
10. 3 sets of stamped plans. All plans shall be stamped by a licensed Professional Engineer or a Registered Architect as required by the New York State Department of Education Law.
11. Plans size is to be 24-inch by 36-inches.
12. Plans shall be drawn to an established scale. Care is to be taken to insure that plans are reproduced on a 1:1 scale so as to avoid any distortions or variations. NO plans will be accepted with a scale less

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than 1/8"=1"0".

13. All line work and lettering shall be clear and legible.
14. Application is to be completed in its entirety. *If there are any blanks, the application will be rejected.*
15. Electronic copy of plans and supporting documentation submitted in PDF form on a memory stick.
16. Fee of \$400.00. Note that \$200.00 of this is for the plans review and \$200.00 is for the final inspection. If either of these fails, you are required to repay the related portion of the fee. All checks are to be made out to the Incorporated Village of Lake Grove.
17. Submittals must include the appropriate prepaid mailer so we can return the plans to you. If you do not supply a mailer, the plans will be left at village hall for you to pickup.
18. For all plan revisions, the revision number, date and revision description shall be noted on the plans. All revisions will be called out and readily visible. No hand drawn additions to the plans will be accepted.
19. All plans shall have an area of at least forty (40) square inches available for approval stamps. This area shall be a clearly defined quadrangle with no side less than six inches in length.
20. Where details are required to be shown, they shall be shown as a drawing detail and not as a note indicating compliance.
21. A legend explaining the symbols being used to identify devices and components on plans. NOTE: This legend is to be on each page of the plans.
22. All spaces located on the plans shall be labeled as to their use and shall show entry and exit points.
23. Maximum occupancy for each space is to be indicated on the plan including the calculation used to determine same.
24. All spaces located on the plans shall be labeled with dimension or square footage.

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25. Travel distance and path is to be shown from each area.

**REMINDER: ANY PLANS FOUND TO BE SUBMITTED WITHOUT THE ABOVE LISTED ITEMS 1-25 WILL BE REJECTED.**

**Section 2**

- ☒ If the proposed work is not started within 12 months of the plan approval, then the approval expires. At that point new plans and fees must be submitted.
- ☒ Any request to discuss plans or submittals shall be made to this office in advance via email. The Fire Marshal responsible for reviewing the plans shall be contacted and a meeting date/time will be set. **Plans will not be reviewed immediately upon receipt at the Village of Lake Grove and although plans will be reviewed as quickly as possible, a period of 15-20 working days should be expected for a review.**

NOTE: The applicant is the contractor or representative of same. No other company is approved to do the work.

**SECTION 3**

**INVESTIGATION & PENALTY FEES**

Any work done without approved plans and/or a proper permit is subject to the amount of the original permit fee plus an investigation fee and a penalty fee. The minimum charge for the investigation fee is 100% of the original permit fee. The minimum charge for the penalty fee is 100% of the original permit fee.

If work is found to have commenced without approved plans and/or a proper permit, this office reserves the right to shut down any/all portions of the entire project deemed necessary to inspect, investigate and confirm that work has been done. If any portion of the work performed is not clearly visible or readily accessible, you will be ordered to demolish, disassemble or remove any and all obstructions regardless of the cost incurred. Failure to comply will result in the suspension/revocation of any Building or other permits related to the site.

As working without approved plans and/or a proper permit is a crime under New York State Law, in addition to any/all fines, this office can and

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will take whatever legal means we deem appropriate against you including the issuance of summons and or arrest.

For further information call 516-807-6412 during regular business hours which are Monday-Friday 8:00AM to 5:00PM. **Please note that the Fire Marshal does not answer the phone when out on inspections. For an immediate response use email.**

You have two options for plan submittal:

**US Postal Service:**

Incorporated Village of Lake Grove  
Office of the Fire Marshal  
Post Office Box 708  
Lake Grove, NY 11755

**In Person or via Fed-Ex, UPS etc:**

Incorporated Village of Lake Grove  
Office of the Fire Marshal  
980 Hawkins Avenue  
Lake Grove, NY 11755